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PAYMENT SERVICES USER MANUAL

FEATURES AND BENEFITS

INTRODUCTION

Payment Services offers several features and benefits to state agencies that are designed to reduce the time and effort of recording payment information and to enhance each agency's business processes. The State of Idaho will benefit by the reduced cost of doing business.

WEB-BASED INTERFACE

Payment Services is a web-based application that provides a new look and feel to STARS data entry. Its web-based appearance is easier to navigate and flexible enough to allow for a variety of business processes across state agencies. Each agency will be able to keep or enhance their own business processes when using Payment Services. Each agency can also control parts of the look and feel of the application to make it more relevant to their own processes. The specific steps to enter and approve invoices in the application will depend on the business processes of each individual agency

BUSINESS PROCESS ENHANCEMENTS

Other business processes are enhanced because Payment Services allows you to enter invoices as soon as you receive them, rather than waiting for a particular day to enter all invoices in a batch. Payment Services also allows you to see the availability of funds for your agency so you can prioritize the payment of your invoices and reschedule payments as needed.

To save time, especially for final approval processes, multiple invoice transactions can be reviewed and approved in one step – you do not have to open, review, and approve them one at a time.

IMPROVED DATA ENTRY TASKS

Simple data entry tasks are greatly enhanced in Payment Services. Several data entry fields are automatically verified by the application so incorrect data cannot be sent to STARS. Also, several data fields, such as vendor, PCA, or Index numbers, can be easily searched. When the correct ones are found and selected, Payment Services automatically fills in any corresponding data fields, saving time and reducing errors.

Payments can be easily distributed across PCA, Indexes, or encumbrances. And invoice payments that are made repetitively throughout the year can now be set up in templates. All of the data entry, coding, and distribution steps can be saved and used any time you need to make a payment. For example, a template can be created that pays a phone bill and distributes and assigns the coding the same way each time. Simply enter the invoice and apply the template to the invoice in Payment Services and you are done. You won't have to manually enter the same coding and distribution over and over. You can even retrieve previously entered invoices so you can reuse the same vendor name, address, number, etc. These features will greatly reduce the amount of time spent on data entry and also reduce the likelihood of errors due to manual data entry processes.

UPLOADING SCANNED DOCUMENTS

Another new feature of Payment Services is the ability to upload scanned documents or invoices and attach them to a transaction entry, thereby saving time and money in delivery as well as costs of storing and managing paper documents. It will make business process more efficient since all supporting documentation for a payment would be immediately available for review or approval.

E-MAIL NOTIFICATION

Payment Services also allows you to send e-mail notifications to other Payment Services users to let them know that there are invoice transactions that need their attention. This enhances the approval process by generating communication from within Payment Services rather than using one application for data entry and approval and another for e-mail or messaging.

NETWORK CONNECTIVITY

Because Payment Services is developed as a web application, network connection problems previously associated with STARS terminal applications will be avoided. Agencies do not have to be part of IDANET to connect to Payment Services.